

## Instructions for Data Privacy Act Form

1. Before use, owner or management agent must fill in the property location in the box provided and under item #2, check the box(es) for each MHFA loan type or program applicable to the property. Once this is done, copies can be made.
2. The form consists of a two-page form and attachments. Attachments **may be discarded** if they are not applicable to the property.
3. Part A contains items that if the applicant/tenant did not provide the information, their application or assistance would be denied.
4. Part B of each attachment contains items that MHFA may collect, but are voluntary on behalf of the applicant/tenant. They would not lose their assistance or residency if they did not provide the information.
5. Each adult household member's name must be **printed clearly** at the top in the box provided. Signatures go on page 2. Managers should check to be sure each signature is accompanied by the **date signed**.
6. The form is to be signed one-time and is valid as long as the resident lives at the property and participates in the program(s) identified in item #2. If a resident moves from one unit to another, the original signed form should be moved to the file for the new unit. A copy should be kept in the file for the old unit.
7. Only one form is needed per unit as long as the **head of household, spouse, co-head, and all household members over the age of 18** have signed the form.
8. If an adult is later added to the household or a minor reaches age 18, they **must be added to and sign & date the form**. It is not necessary to sign a new form.
9. A copy of the form should be given to the applicant/tenant. It is acceptable to give them an unsigned copy.
10. For new residents, the form should be completed at the time of initial application.
11. For existing residents, the form should be implemented upon the next recertification.